



Building and Grounds Superintendent

Department: General Services

EEO Code: 22

Class Code: 3174

FLSA: E

Effective: 01/05/1992

GENERAL STATEMENT OF DUTIES:

Under general direction; performs work of considerable difficulty supervising all work on the upkeep and appearance of buildings and grounds in the County complex and libraries; and performs related work as required.

SPECIFIC STATEMENT OF DUTIES:

Coordinates inspections to assess the condition of buildings/systems; identifies needs and priorities and plans routine and preventative maintenance and construction projects; monitors the development of cost estimates, bids and specifications; maintains cost records and authorizes purchases of materials, contractual services and payment for services rendered after insuring satisfactory completion; assists in development of budget to meet short and long range objectives; supervises skilled, semi-skilled and unskilled laborers; identifies and schedules maintenance tasks; inspects completed work; schedules and inspects seeding, aerating, fertilizing, watering, grass cutting, landscaping and pruning duties; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of all building and grounds trades; of supervisory principles and practices; of budget preparation; of road maintenance techniques; of sources of services, supplies and materials; of horticulture. Considerable skill in applying the principles and practices of the buildings and grounds trade to work as Superintendent; in supervising skilled, semi-skilled and non-skilled laborers; in training new personnel in maintaining good working relationships with County staff, suppliers, contractors and the general public. Requires highly developed communication and interpersonal skills.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a high school diploma and college course work in management, and five years of experience in managing building and grounds staff; or an equivalent combination of training and experience; must have valid vehicle operator's license.

ADDITIONAL REQUIREMENTS:

None.

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.